



# ARKANSAS DEPARTMENT OF EDUCATION

Four Capitol Mall  
Room 106A  
Little Rock, Arkansas 72201-1019  
501-682-2744

## POSITION VACANCY ANNOUNCEMENT

June 1, 2016

**Closing Date: June 7, 2016**

(Position will close after five working days from date of listing or until filled.  
Application review will begin on June 8, 2016).

**Title: PUBLIC SCHOOL PROGRAM ADVISOR**

**Position Number: 2208-2978**

**Grade: C122**

**Professional Development**

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### **DUTIES:**

This position will support the development, dissemination and evaluation of statewide literacy professional learning for K-12 educators; promote the effective practices for implementing the Arkansas K-12 Literacy Standards; facilitate professional learning for state grant-funded literacy specialists to inform their work in assisting school personnel in curriculum, instruction, assessment, interventions, and coaching strategies; work with other units within the ADE to promote effective literacy practices, pre-kindergarten through college and career; maintain and share current knowledge of research and effective practices in the areas of curriculum, instruction and professional development; perform other duties as assigned.

### **SPECIAL REQUIREMENTS:**

Successful applicant must possess a current Arkansas educator's license; or hold an expired standard Arkansas educator's license; or a standard out-of-state license and is eligible for a one-year provisional license and a standard license in Arkansas; a Master's degree in education with certification in English Language Arts or a Reading Specialist certification is preferred; must have recent experience in teaching English Language Arts or Reading, literacy instructional facilitating or literacy curriculum development, preferably in the middle through high school grades; must possess knowledge of the Arkansas K-12 Literacy Standards for English Language Arts and Literacy and effective practices in research-based curriculum, instruction and assessment; must have experience in adult learning situations, team problem-solving and delivering professional development to a diverse audience.

### **SPECIAL APPLICATION INFORMATION:**

Only completed application with work history will be accepted. The work history section of the application must be completed. We do not accept resumes in lieu of completing this section.

### **MINIMUM QUALIFICATIONS:**

The formal education equivalent of a bachelor's degree in public administration, educational administration, education, or related field; plus three years of experience in education, public school administration, or related field. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. Other job related education and/or experience may be substituted for all or part of these basic requirements, except for certification or licensure requirements, upon approval of the Qualifications Review Committee.

### **PROCEDURE FOR APPLICATION:**

Applicants must complete the Application for State Employment. Resumes may accompany, but will not replace the application. Application returns and requests must be directed to the Arkansas Department of Education (ADE), Human Resources Office, Room 106A, Four Capitol Mall, Little Rock, Arkansas 72201-1019, (501) 682-2744. [Visit our website at Arkansased.gov](http://www.arkansased.gov) or [www.arstatejobs.com](http://www.arstatejobs.com). To make a call using the Arkansas Relay Service, dial 1-800-285-1121 (Voice) or 1-800-285-1131 (TDD) and for customer service, dial 1-800-285-7192 (V/TDD). Applications will be subject to inspection under the Arkansas Freedom of Information Act.

The Arkansas Department of Education is an Equal Opportunity/Affirmative Action Employer. All applicants will receive equal consideration without regard to race, religion, color, national origin, gender, sexual orientation, political affiliation, age, disability or any other non-merit factor. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.